



Family, Career & Community Leaders of America
Missouri FCCLA

TO: National Leadership Conference Delegates

FROM: Donna Sharpe, State Adviser
Missouri Association Family, Career and Community Leaders of America

DATE: March 31, 2016



Congratulations on being a member of the Missouri delegation to the 2016 National FCCLA Leadership Conference! The 2015-2016 National Executive Council invites you to NLC to be held July 3-7 in San Diego, California. Local attractions include the SeaWorld, USS Midway, San Diego Zoo and an ocean view. The NLC conference brochure is available on the National FCCLA website at:

<http://fcclainc.org/meetings/national-leadership-conference.php>.

ADULT SUPERVISION

Advisers choosing to send delegates to National Leadership Conference but who are not attending themselves **must** arrange appropriate adult supervision for those delegates. This could include sending other adults, or making arrangements with another adviser. The state office **does not** arrange adult supervision for student delegates. Independent Delegate Forms must be completed for all students under the supervision of someone other than a chapter adviser.

TRAVEL

Transportation to and from National Leadership Conference is arranged by the local chapter adviser. Regional groups may wish to arrange group transportation at their discretion.

Delegates may arrive as early as Friday, July 1. **Chapter advisers must register between 7:30 a.m.-6:00 p.m. on Sunday, July 3**, to pick up their conference and competitive event packets. NOTE: Arrival on Saturday, July 3, guarantees advisers meet the requirement to pick up competitive events registration packet information and attend the STAR Events orientations on Sunday. Delayed or canceled flights on Sunday could cause advisers to miss a required orientation or other activity. National FCCLA cannot waive points because of travel (e.g., flight delays or late arrivals). Advisers should review the activities Sunday morning that might involve their chapter members (Knowledge Bowl, etc.). If arriving before check-in time at the hotel, ask to have your luggage checked for you until the rooms are available.

Our state delegation meeting is tentatively set for Sunday, July 3, from 10:00-11:00 p.m. More information will be provided in the next mailing.

STAR Events Recognition Session and Closing General Session

The STAR Events recognition sessions are scheduled for 8:00-10:30 a.m. Thursday morning, July 7 (all regions). The closing general session is set for 5:00-7:00 p.m. Thursday, and the FCCLA Gala immediately follows the closing session (7:00-11:00 p.m.).

MEETING COSTS

All Missouri delegates attending the National Leadership Conference must register directly with National FCCLA and send their registration payment to national headquarters. The following is an **estimated** cost of the National Leadership Conference.

NLC Weekly Registration Early (ends May 4).....	\$190
NLC Weekly Registration (regular – ends June 1).....	\$200
STAR Events participant fee (per person), including Online STAR Events (by May 4)	\$45
Online STAR Events Level II technology fee (per team).....	\$25
FCCLA Gala (optional)	\$90

HOUSING INFORMATION

The National Board of Directors has established a policy regarding official hotels at the National Leadership Conference. All STAR Events participants and national officer candidates must stay in an official hotel. **It is Missouri FCCLA’s policy that all Missouri delegates are housed together in the assigned hotel.** All delegates will be housed with the Missouri group — **NO EXCEPTIONS.**

All housing requests and reservations for the Missouri delegation are coordinated through National Travel Systems Contact:

National Travel Systems Event Department, 4314 S Loop 289 Suite 300, Lubbock TX 79413
Phone: 888-603-8747 or 806-794-3135 • Fax: 800-554-7799 • E-mail: events@nationaltravelsystems.com

The Missouri Association has been assigned to the:
Manchester Grand Hyatt San Diego, 1 Market Place, San Diego, Ca92101 (619)232-1234
<http://manchestergrand.hyatt.com/en/hotel/home.html>

Cost is per person, not per room. All those registering as part of the Missouri delegation must stay in the **Manchester Grand Hyatt**. The Single/Double/Triple/Quad room rate is \$199.00, plus tax. Estimated costs include the 12.59% occupancy tax, per room, per night, and a \$35 management fee (per person) and state delegation package to National Travel Systems. Estimated cost for five or six nights, per person:

Single (1 queen/king-sized bed per room).....	\$ 1,196 (5 nights) or \$1,420 (6 nights)
Double (1 queen/king-sized bed per room).....	\$636 (5 nights) or \$748 (6 nights)

Triple (2 double/queen beds per room or 1 king/queen bed + rollaway) \$449 (5 nights) or \$524 (6 nights)
Quad (2 double/queen beds per room).....\$356 (5 nights) or \$412 (6 nights)

Chapters desiring to arrive prior to July 2 or to stay later than July 7 can contact National Travel Systems for the costs for those additional nights.

Rooming and housing submission will be handled online Note: If you pay your chapter’s rooming by credit card, the credit card processing fee (4.5%) will be added to the total amount. Delegates must indicate their housing preferences (single, double, triple or quad lodging) online. Rooming requests will be honored as much as possible. **Rooming requests must be turned into National Travel Systems by April 30.** If delegates have requested quad lodging but triple is only available, they will be responsible for the triple rates.

Advisers should be aware of any school policies related to housing students and adults together. Delegates choosing quad housing may be housed with students or advisers from other schools, especially when group numbers are uneven. If special accommodations are needed for a delegate, please notify National Travel Systems.

National Travel Systems must turn in housing forms to the hotel by May 15. **Therefore, it is imperative that you complete your housing request online no later than April 30th. All payments for housing will be handled through National Travel Systems. The balance is due June 1st.**

TRAVEL

National Travel Systems will be available to assist with air reservations (both group air (10 and more) and individual) for the local chapters. Group air reservations are very beneficial in flexibility of the tickets (names not needed to be provided immediately, ticketing due for future dates, name changes allowed, etc.). Even if your chapter has less than 10 attendees, National Travel Systems will look to pair your attendees up with other chapters to make groups.

As well, National Travel Systems can assist with airport transportation. They provide meet and greet service and create a seamless arrival and departure.

LEADERSHIP STIPENDS

Missouri FCCLA will provide a \$75 stipend to each state officer’s adviser/chaperone and each regional president’s adviser/chaperone (advisers will only receive one stipend); and a \$200 stipend to each state officer and \$100 to each regional president attending the NLC. These stipends will be issued to the members’ chapter 2-4 weeks *after* successful completion of the National Leadership Conference.

REGISTRATION

All chapter advisers attending the National Leadership Conference must register directly with National FCCLA by using the 2016 National Leadership Conference (NLC) online registration system in the affiliation system.

Chapters wishing to purchase tickets for the Closing Gala, CEU Credits and the Run4Red 5K Run/Walk, should purchase these directly from National FCCLA along with their conference registration fees. Early registration ends May 4, and the conference registration fee increases. Regular registration ends June 1. Late registration begins June 2 and will be on a limited space availability basis.

NATIONAL STAR EVENTS PARTICIPANTS

All chapter advisers (not state advisers) must register their STAR Events participants with National FCCLA. State advisers will receive weekly reports, beginning in April, to validate the STAR Events participants from their states. Remember, since you indicated that you would attend the National Leadership Conference if you were the state winner, Missouri FCCLA expects you to honor that commitment. **National STAR Events registration deadline is May 4.**

Please watch the national website, the MO-FACS list serve, and MO FCCLA website for important information regarding NLC. There will be two more mailings regarding updates for NLC that will be released from the state office.

TOURS

Chapters may arrange for optional tours on their own. Tours can be purchased directly from National FCCLA along with your registration. Visit: <http://fcclainc.org/meetings/national-leadership-conference.php> for a complete list of tour options.

NLC REGISTRATION PAYMENT POLICY

For chapters paying by purchase order or check, full payment must be received by June 15, 2016. Any invoices that have not been paid by June 15th will incur a \$25 late fee per invoice. Registration packets will only be distributed to attendees with a zero balance or by securing the balance with another form of payment when picking up materials. This policy is stated in the Registration Information and Policies document that has been posted on the National FCCLA website and in the NLC Registration system. Before chapters can finish the registration process, they must check that they agree to the Registration Information and Policies. It will be important that you work with your administrative offices to make sure payments are processed to meet this deadline.

STAR EVENTS EVALUATORS AND ROOM CONSULTANTS

Being a STAR Events evaluator or room consultant during the National Leadership Conference can be a worthwhile and rewarding experience. When submitting registration, advisers can submit the names of their chapter members who have had experience with regional, district, state or national STAR Events and wish to serve as a consultant or an evaluator of the national events. **Missouri is required to have one room consultant/evaluator for every three National STAR Events participants from our state.**

MANDATORY DRESS POLICY

FCCLA is implementing a **mandatory** dress policy at the 2016 National Leadership Conference (<http://fcclainc.org/meetings/fccla-dress-code.php>). The national dress code is different than the state dress code. Remember that khaki pants/skirts have been removed from the dress code.

POLO SHIRTS

The state will be offering polo shirts this year. The fees associated with this are included in your housing payment that is to be paid to National Travel Systems. Polo shirts will be distributed at the first meeting of the Missouri association, tentatively scheduled for Sunday evening.

TRADING PINS

During the National Leadership Conference, all 50 states plus Puerto Rico are usually represented. Many delegates enjoy trading pins with delegates from other states. Some even try to see if they can collect a pin from every state represented! When participants have registered they will receive 5 complimentary trading pins. These pins will be sent after the invoices are sent by National Travel Systems confirming your attendance. Extra trading pins may be purchased as well. Information on pricing will be available in the next mailing.

Please contact the state office if you have questions.

Enclosures: Independent Delegate Form
 NLC Schedule At-A-Glance
 National Leadership Conference Checklist and Due Dates
 Sample Medical Release Form